

South Alburgh Fire District No. 2

DRAFT - December 15, 2014 Meeting Minutes - DRAFT

Present: Prudential Committee members Paul Hansen, Judy Higgins, and John Fitzgerald, Treasurer Dick Ernst, Clerk Laura Buel, and Phelps Engineer John Kiernan.

The meeting was called to order at 7:00 pm.

Agenda Review - The agenda was determined to be acceptable to all.

Approval of Minutes -

John Fitzgerald moved to accept the November 17, 2014 minutes as written. Dick Ernst seconded. The motion passed.

Treasurer's Report -

As of December 15, 2014 in North Country Federal Credit Union we have \$715.20 in the operating account, \$364.85 in the project account, and \$64,975.11 in the savings account. In People's United Bank we have \$229.99 in the operating account and \$104,155.12 in the project account.

Bills and Warrants -

Dick Ernst listed 5 bills to be paid from the project account. There were three from E. J. Prescott: \$13,931.06 for the meter reader and software, \$3256.00 for software support and meter reading training, and a \$50.70 credit from Invoice 4835994. In addition, there was a bill from Phelps Engineering for \$3194.21 for post-construction services, and a bill from Dennis Irick for \$4210.00 for additional construction services.

There were 2 bills to be paid from the operating account. There was a bill from The Vermont League of Cities and Towns for \$951.00 for property and casualty insurance and a bill from the Village of Alburgh for \$336.00 for water sampling and testing.

Judy Higgins moved to pay the warrant of \$24,540.57 from the project account for the five bills from E.J. Prescott, Phelps Engineering, and Dennis Irick. John Fitzgerald seconded. The motion passed.

John Fitzgerald moved to pay the warrant of \$1287.00 from the operating account for the bills from VLCT and the Village of Alburgh. Judy Higgins seconded. The motion passed.

John Fitzgerald moved to sign Pay Request #38 for \$42,719.77. Judy Higgins seconded. The motion passed.

Judy Higgins moved to transfer \$1,000 from North Country Federal Credit Union savings account to the operating account. John Fitzgerald seconded. The motion passed.

Judy Higgins moved to pay People's United Bank \$19,832.40 from the project account for the previous bond final payment of \$18,963.25 and interest of \$869.15, pending confirmation from Dave Olson. John Fitzgerald seconded. The motion passed.

Bacteriological Sampling Issues and Plan -

John Kiernan reported that no bacteria problems have appeared since the new sampling plan has been developed, so the new plan has not yet been put into use.

Billing Issues -

At the end of November a 85,000 gallon leak was discovered at 379 West Shore Rd. At the billing rate of \$5.05/1000 gallons, the cost for the water leak will be about \$429. The Board discussed if anything should be adjusted on the bill to minimize the impact due to this mishap. It was decided to send out the bill at the regular rate of \$5.05/1000 gallons.

The new customer email address, safd2customer@gmail.com, will be printed on the first bill.

The special billing decisions discussion, related to unmetered water usage during the summer, was tabled until January when all the information about dates connected and dates metered will be available.

The late bill collections discussion was tabled until the January meeting.

Boil Water Notification Protocol -

At the present time due to summer residents not living here and some connections not yet completed, there are only eight customers receiving water. Two of these are John Fitzgerald and Laura Buel. For the time being, John and Laura will take responsibility for calling the other six customers in the event of a boil water notice.

Single Audit -

The single audit is in progress. Dick Ernst will meet with the auditors during the first half of January.

Recording Easements -

Judy Higgins will record with the Town of Alburgh the 16 easements signed by property owners to allow construction of the project.

Ongoing Meeting Date and Time -

The regular meetings of South Alburgh Fire District #2 will continue to be held on the 3rd Mondays of the month. One or more Board members had conflicts with other days of the week, as well as the 1st and 2nd Mondays of the month. Unfortunately, this means the Board will not be able to coordinate meetings with the Village Trustees.

Decision about (previously discussed) Additional Design Services -

John Kiernan requested 15 to 30 minutes of time at the January 19, 2015 meeting to discuss this issue.

Homeowner Meter Pit Placement Issue - This has not yet been resolved.

Property Tax Billing -

The billing for the SAFD#2 district property tax will be separate from the Alburgh Town property tax.

Public comment - There was no public comment.

John Fitzgerald moved to adjourn at 9:45pm. Judy Higgins seconded. The motion passed.

Respectfully submitted,
Laura Buel, Board Clerk